

OFFICE *of* MAYOR WU

Location: Boston, MA

Job Title: Speechwriting Fellow – Mayor’s Office

Salary: \$20/hr

Type: Full-time, 9-5, Mon-Fri

Number of Openings: 1

Hiring Status: Available

Job Function: Communications

Reports to Ezra Baeli-Wang, Director of Speechwriting

The City of Boston Mayor’s Office:

Our mission is to provide executive leadership, as well as set priorities and goals for the City and its neighborhoods. The City of Boston is governed by Mayor Michelle Wu and the City Council with the assistance of various departments, agencies, and commissions

Job Description:

The Mayor’s Office Speechwriting Fellow will support the creation of speeches, talking points, and select written collateral for Boston Mayor Michelle Wu.

Responsibilities will include:

- Leading research efforts to support the creation of drafts;
- Originating, proofing, and editing drafts;
- Coordinating with internal and external stakeholders to gather relevant information for drafting;
- Assist with general project management and planning for upcoming events to ensure ample time for researching, brainstorming, drafting, and revision;
- Occasionally staff in-person events with Mayor Wu to deliver scripts/cue cards, operate the teleprompter, or handle any last-minute edits or revisions.

Job Requirements:

- 1-3 years of experience working in speechwriting, executive/strategic communication, journalism, or policy writing.
- An ability to distill complex policies and ideas into clear, compelling, conversational, rhetoric.
- Excellent attention to detail and strong research and fact-checking abilities.
- Comfort working in a fast-paced environment, managing multiple deliverables, and meeting tight

deadlines.

- Familiarity with the Google family of applications and tools.

The Ideal Candidate:

- Is a strong, well-rounded writer with an instinct for rhythm and musicality that's equaled by their ability to apply structures and frameworks to outlining and drafting processes.
- Is a creative researcher, willing to get their hands dirty to excavate the perfect anecdote, but knows their limits and is comfortable reaching out to subject matter experts when outside support is required to obtain the right story or stat.
- Is eager to immerse themselves in Boston's history, politics, and communities, and to get up to speed quickly on the nuances of municipal governance.

Job Length:

Three months, with the potential for a successful intern to transition into a full-time position as Assistant Speechwriter.

How to Apply:

Interested candidates should submit a resume and writing sample to ezra.baeliwang@boston.gov.